

Maricopa Unified School District #20
Human Resources
45012 West Honeycutt Avenue
Maricopa, Arizona 85239
520.568.5100 - main number
520.568.5151 - fax number



Position Description: Transportation Director
Status: Exempt
Salary Range: \$50,000 – 59,703

Description:

Organize, plan, direct and implement operations and activities involved in student transportation. Communicate with parents, community representatives, local officials and the general public.

Duties:

- Develops procedures for vehicular service and repair.
- Prioritizes work to be accomplished.
- Develops work plans.
- Tests new equipment.
- Applies standards for vehicle replacement.
- Develops transportation routes.
- Arranges transportation for students with special needs.
- Conducts transportation studies relating to school consolidation or for improving existing transportation services.
- Investigates and reports accidents.
- Communicates with Department of Transportation on roads, bridges, signs, etc.
- Makes recommendations regarding hazardous road conditions.
- Develops and monitors budgets.
- Establishes an inventory system of parts.
- Directs the preparation and submission of all transportation reports.
- Reports on disposal of pollutants and other hazardous materials.
- Manages and recommends the selection, training, certification of fitness and competence, and termination of bus drivers.
- Collaborates with school principals in the recruitment of drivers and routing of buses.
- Recommends transportation personnel to be hired, disciplined, discharged or promoted.
- Ensures employees are provided needed training.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Develop and administer a transportation program to meet all requirements of the daily instructional program and extra curricular activities.
2. Direct maintenance and repair of school buses and other vehicles owned by the School Board.
3. Direct the buying of parts and supplies for the Transportation Department.
4. Consider and recommend special services, bus routes and route extensions.
5. Recommend employment of new bus drivers, monitors, and mechanics.
6. Investigate requests and complaints relating to Transportation and respond or make recommendations to the Deputy Superintendent of Operations or Principal for response.

7. Develop and maintain a training program for bus drivers, monitors, and mechanics.
8. Prepare required reports.
9. Perform inspections of buses and maintain records on maintenance and repair of buses and other vehicles owned by the School Board.
10. Serve on various committee assignments and other projects.
11. Recommend policies and procedures for transportation services.
12. Assist with the preparation of the division budget.
13. Prepare and assist with conducting periodic studies for the purpose of improving the transportation operation.
14. Conduct annual survey of bus requirements and makes recommendations to administration for the purpose of new buses and equipment.
15. Perform other duties/tasks consistent with the goals and objectives of this position.

Qualifications:

Prefer Bachelor's Degree from an accredited educational institution. Prefer major in management, public administration, or allied field. Three years experience in education or transportation. Five years of experience in transportation, management, planning or associated functions that include supervision of people, processes and budgets. Strong leadership and management skills.

AN EQUAL OPPORTUNITY EMPLOYER

The Maricopa Unified School District 20 does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in its educational programs or activities. The Maricopa Unified School District 20 is an equal opportunity employer in compliance with title IX of The Education Amendments of 1972 and Sec. 504 of the Rehabilitation Act of 1973

Applications and documentation requirements can be printed from our website at www.musd20.org